

KALAMAZOO INSTITUTE OF ARTS

POSITION TITLE: Exhibitions Preparator and Photographer
IMMEDIATE SUPERVISOR: Director of Collections and Exhibitions
CLASSIFICATION: Full Time

The Kalamazoo Institute of Arts (KIA) is a leading nonprofit art museum and school. Since 1924, the institute has offered art classes, exhibitions, lectures, events, activities and a permanent collection. The KIA's mission is to cultivate the creation and appreciation of the visual arts in West Michigan. We believe the visual arts are for everyone. They inspire, fulfill, and transform.

Throughout the Kalamazoo Institute of Arts, numerous individuals work every day to enrich the lives of others through the visual arts. In addition, faculty members in the Kirk Newman Art School instruct students of all ages in a wide variety of media.

SUMMARY OF POSITION:

The Exhibitions Preparator prepares and installs art work and related materials for both temporary and permanent collection exhibitions, works with the Registrar to maintain order and security in permanent collection and other art storage, and prepares and installs signage as required for general KIA needs. The Exhibitions Preparator is responsible for the photo-documentation of temporary exhibitions and permanent collection works of art.

The Exhibitions Preparator works closely with the Director of Collections and Exhibitions, the Registrar, and other staff members as needed to carry out the duties as described.

RESPONSIBILITIES:

Prepares art work for temporary and permanent collection exhibitions, including lighting, framing and mounting. Manages installation scheduling and remains flexible when schedules or designs change. Works with a wide range of artists in different media (including electronic media) to resolve installation, construction, or design concerns in a timely and courteous manner.

Installs in-house exhibitions; assist with occasional off-site installations related to KIA activities. Prepares/installs signage as needed for exhibitions and KIA special events. Fabricates all object labels and educational wall text for exhibitions.

Crates/uncrates artwork for maximum safety; moves art within building; transports artwork/exhibitions as required. Designs, builds or directs construction of crates as required.

Maintains order and security within all art storage areas and the art preparation work shop/office. Maintains accurate and thorough records.

Provides or upgrades archival matting and framing for the permanent collection; assists in maintaining sculpture.

Maintains equipment and supplies inventory as required to accomplish duties; works with Director of Collections and Exhibitions to develop appropriate budget for department.

Provides high quality photographic documentation of temporary exhibitions and permanent collection objects.

Communicates effectively with team members. Performs other duties as assigned by the Director of

Collections and Exhibitions.

Exhibitions Preparator and Photographer:

Applications due no later than 8 p.m. Friday, October 28, 2016

The KIA is an equal opportunity employer that offers a competitive salary and benefits package that includes medical, dental, life, retirement savings, and more.

Interested and qualified candidates should forward a resume and cover letter detailing how your experience relates to this position to jobs@kiarts.org with *Exhibitions Preparator and Photographer* in the subject line or by mail to Kalamazoo Institute of Arts, 314 S. Park Street, Kalamazoo, MI 49007. No phone calls please. Applications must be received by 8:00 pm, Friday, October 28, 2016.